



## Program Supervisor - Records

### Details

**Job ID : 241**

**Title :** Program Supervisor - Records

**Job Code :** 921

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

### Job Departments

- Court Services - Records and Statistics

### Purpose

RESPONSIBLE FOR SUPERVISING LOCAL STAFF IN 24/7 RECORDS UNIT

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

### Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST INCLUDE COURT SERVICES OR CLOSELY RELATED FIELD

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SCHEDULE WILL INCLUDE NIGHTS, WEEKENDS AND HOLIDAYS

### Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

### Job Duties

- SUPERVISE ALL ASPECTS OF THE OFFICE INCLUDING STAFFING, TRAINING AND ADMINISTRATIVE FUNCTIONS
- INTERPRETS COURT OF JUSTICE AND PRETRIAL POLICIES FOR OFFICE STAFF
- ANALYZES, ASSISTS AND RESOLVES WORK PROBLEMS
- SUBMITS ADMINISTRATIVE PAPERWORK AS REQUIRED
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL MAY BE REQUIRED